

CHAPTER 7 (Revised 9/7/04)

COUNCIL MEETINGS

Sections:

1. Meetings public.
2. Quorum.
3. Regular council meetings.
4. Special meetings.
5. Notice.
6. Executive Session.

Section 1. Meetings public.

Meetings of all city bodies shall be public as provided in A.S. 44.62.310. The council shall provide reasonable opportunity for the public to be heard at regular and special meetings.

Section 2. Quorum.

Four council members constitute a quorum. A member disqualified by law from voting on a question may be considered present for purposes of constituting a quorum. In the absence of a quorum any number of members may recess or adjourn the meeting to a later date.

Section 3. Regular council meetings.

All regular meetings of the council shall be held on the first [day of the week] of each month.

The usual place of council meetings shall be at the _____ city office, however, in the event of any condition that makes the meeting place unfit to conduct any regular meeting of the council, the meeting may be moved.

Section 4. Special meetings.

Special meetings of the council are those meetings that are called by the presiding officer or one-third of the members of the council for a time different than that fixed for the regular council meetings. The location of all special council meetings shall be the same as that authorized for regular meetings.

At least 24 hours oral or written notice must be given a majority of council members and reasonable efforts made to notify all members. A special meeting may be conducted with less than twenty-four (24) hours notice if all council members are present or, if absent members have waived in writing the required notice. Waiver of notice can be made before or after the special meeting is held. A waiver of notice shall be made a part of the journal for the meeting.

Section 5. Notice.

For the purpose of giving notice of meetings, reasonable public notice is given if a statement containing the date, time and place of meeting is posted not less than seventy-two (72) hours before the time of the meeting in at least three public places. Notwithstanding the preceding as much notice as is reasonable, considering the subject matter and complexity of the issue, shall be given. In the case of a special meeting where twenty-four (24) hours or less notice is given council members, public notice shall be posted at the same time as notice is given council members.

Section 6. Executive session.

All meetings of the council are public meetings. However, certain subjects are permitted to be discussed in executive session.

In cases where permitted subjects are to be discussed at a council meeting the council may consider holding an executive session. The meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are permitted subjects shall be determined by a majority vote of the council. This vote shall be a recorded roll call vote. If the vote to hold an executive session is affirmative the public will be asked to leave the meeting hall until the executive session is concluded or the council shall withdraw to a private area of the hall to hold the executive session. The public shall be given notice of the permitted subject to be discussed, the amount of time the council expects to spend in executive session and the expected time of reconvening of the public meeting. No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. No action may be taken at the executive session, except to give direction to an attorney or labor negotiator regarding a specific legal matter or labor negotiation. Upon conclusion of the executive session the public meeting will be reconvened. During the public meeting action may be taken on the permitted subjects discussed at the executive session. Subjects that are permitted to be discussed at an executive session are:

- A. Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- B. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- C. Matters which by law, municipal charter, or ordinance are required to be confidential; and
- D. Matters involving consideration of government records that by law are not subject to public disclosure.